

# Attendance and Punctuality



Scoil Mhuire Gan Smál recognises the importance of good attendance and punctuality. Regular or prolonged absences will have a negative impact on a student's learning and development and therefore should be avoided whenever possible.

Poor punctuality has a similarly negative impact on the learning of the student, and has the further effect of disrupting the class into which the student is arriving late.

## **The guidelines below should be adhered to by all students.**

1. Students **must** present an absence note to their class teacher during the 1<sup>st</sup> class on the day they return to school.
2. If a student needs to leave school during the school day for a scheduled appointment, he/she **requires a written explanation note** from a parent/guardian in their Journal. The student **must receive permission** to leave the school from the Principal or Deputy Principal by getting this note signed before 08.35am on the day of the appointment, and again present this note at the office when signing the **OUT BOOK** before leaving the school.
3. The school day begins at 08.40am. Students are expected to be in their classrooms by **08.30am**. Students who arrive late for school in the morning **must** report to the main office to receive a late stamp in their journal and to sign the **LATE BOOK**.  
**Repeated offenders will be placed on lunchtime detention and have their parents informed, so as to rectify the matter.**